



Script Name	Certification Process Changes		
Script IDs	TRI-05.1		
Script Synopsis	Users test various features implemented within the TRI-MEweb application.		
Prerequisites	A user with a CDX account has logged in to the TRI-MEweb application with access to a certifying official role, the TRI-MEweb application, and an associated TRIFID for reporting year 2014.		
Tests Performed	Requirements Reference	Pages	Steps
TRI-05.1 "Active Certifying Official Available" icon [update]	TRI-056, TRI-056.1	2-3	3
TRI-05.2 Pending Submissions	TRI-014, TRI-014.1, TRI-014.2	4-7	4
TRI-05.3 Certifying Official Selection	TRI-019, TRI-019.1, TRI-019.2, TRI-019.3	8-17	10



Test Name	Welcome Page: View new "Active Certifying Official Available" icon
Test ID	TRI-05.1
Synopsis	A user shall be able to review the "Active Certifying Official Available" icon status, for when the certifying official is ready to certify their form.
Prerequisites	A user with a CDX account has logged in to the TRI-MEweb application with access to a certifying official role, the TRI-MEweb application, and an associated TRIFID with pending review submissions.
Role	Certifying Official

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Log in to TRI-MEweb.	The "Welcome" tab with "Welcome to TRI-MEweb!!" page displays. Note that if you have a pending TRIFID signature agreement, a pop-up message will be displayed upon initially logging into the application. Click "Cancel" on this pop-up to continue with the test script if this pop-up is displayed.			
2. Scroll down on the "Welcome to TRI-MEweb!!" page to view the list facilities to which you have access to.	TRIFID summary list appears with the following columns: <ul style="list-style-type: none">• TRIFID• Facility Name• RY2014 Form Status• ESA Status• Refresh ESA Status button• Certify/Cancel Submission(s)		Figure 5.1	
3. View the "ESA Status" field and notice that the "Ready to Certify" green icon doesn't exist and the green "Active Certifying Official Available" icon exists instead.	In the ESA Status list, there are no "Ready to Certify" icons, only green "Active Certifying Official Available" icon(s).		Figure 5.1	



Determination: Pass [] Fail []

Approved By: _____ Date: _____ Time: _____

TRI-05.1 Screenshots

Figure 5.1 (Welcome Page)

Logged in as: KYLE PAHOWKA, Alpha Beta Group

Preferences Save Close

CDX Helpdesk Chat

Welcome | My Facilities | Prepare | Validate | Transmit | Review | Certify | eFDP

Welcome | Do I Need to Report? | Introduction | Important Information for RY 2014 | TRI-MEweb Enhancements

Welcome to TRI-MEweb!!

This Web-based application will help you create, correct, certify and transmit your TRI Form(s) to comply with EPCRA Section 313 reporting requirements. The deadline for Reporting Year (or calendar year) 2014 TRI Forms is July 1, 2015.

The following table provides you quick access to RY 1991-2014 chemical forms for each facility.

Manage My Facilities

TRIFID	Facility Name	RY2014 Form Status	ESA Status	Refresh ESA Status	Certify/Cancel Submission(s)
21113XPRTTBST	EXPORT TEST NO-2 B ST TEST Odenton, MD 21113	13 certified and sent to USEPA 1 pending certification 7 in progress	Active Certifying Official Available		Certify/Cancel
2000WTMMYS1556F	Tommy's Facility 120 Fair Lane Fairfax, VA 22033	3 certified and sent to USEPA 3 in progress	Active Certifying Official Available		
7520WCRKPN2493N	ABC Industries Inc. (DBA ABC Engravers) 1000 Queens PKWYYY Winona Lake, TX 75252	10 certified and sent to USEPA	Active Certifying Official Available		
2000WPTCHD12PEN	Patch 3 Dioxin 200787 hhh 1200 Penn AVENUE Washington, FL 20009	2 in progress	Active Certifying Official Available		
7702WJLWXX155BA	JLW 155 Bat Run Avenuee12 Houston, TX 77024	2 in progress	Active Certifying Official Available		
2222WPTCHM345IN	Patch 4 Multi Test 345 Indian River Run7 Gary, IN 46401	1 in progress	Active Certifying Official Available		
2203WTMSNW567FA	Tom's New Facility 567 Fair Lakes Court9 Fairfax, VA 22033	No Forms	Active Certifying Official Available		
0381WTDXTS123AK	TDX Test Facility 123 Oak Place Portsmouth, NH 03810	1 pending certification	Active Certifying Official Available		Certify/Cancel
2822WFDPC13SYS	eFDP Chem Paths 13 System Test Avenue12 Charlotte, NC 28226	1 pending certification 5 in progress	Active Certifying Official Available		Certify/Cancel
0102WFLMNG2VETE	FLEMING INDUSTRIES (TEST) 20 VETERANS DRIVE CHICAGO, MA 01022	3 in progress	Active Certifying Official Available		

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Helpful Links: USEPA Home | TRI Program Home | Reporting Forms and Instructions (PDF) | TRI-MEweb Version RY2013.02

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Test Name	Certification Process: Pending Submissions
Test ID	TRI-05.2
Synopsis	Certifying Official ready to certify: The purpose of the Pending Submissions page enhancement is to provide a link to the user to contact helpdesk when the displayed certifier's email address is incorrect.
Prerequisites	A user with a CDX account has logged in to the TRI-MEweb application with access to a certifying official role, the TRI-MEweb application, an associated TRIFID, and a form that is in progress and ready for certification.
Role	Certifying Official

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. After logging into the application, click the "Certify" tab.	The "Manage TRIFIDs for Certification" page is displayed. Note that upon initial login to the application you may be presented with a pop-up informing you that your account has unsigned TRIFID signature agreements. If you see this pop-up, you can click OK to be directed to the "Manage TRIFIDs for Certification" page.		Figure 5.2	
2. Click the "Pending Submissions" sub-tab located under the "Certify" tab.	"Certifying Official's E-mail Address: email@epa.gov " is displayed as bolded text. "Email not correct?" is displayed as a link after the certifying official's email address. Note that the actual email address displayed will reflect the registered certifying official.		Figure 5.3	



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
3. Click the "Email not correct?" link.	System displays a pop-up with the following text: "If the displayed certifying official's e-mail address is incorrect, please use the CDX chat option near the top right of the screen during CDX hours or contact CDX helpdesk before certifying any pending forms at Phone: (888) 890-1995 (toll free) E-mail: helpdesk@epacdx.net Open Monday-Friday 8 AM-6 PM Eastern Time"			
4. Click the "OK" button on the pop-up.	The pop-up closes.			

Determination: Pass [] Fail []

Approved By: _____

Date: _____

Time: _____

TRI-05.2 Screenshots

Figure 5.2 (Click on "Certify" tab)

Logged in as: KYLE.PAHOWKA, Alpha Beta Group
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Welcome | Do I Need to Report? | Introduction | Important Information for RY 2014 | TRI-MEweb Enhancements

Welcome to TRI-MEweb!!

Alert! EPA published the [Electronic Reporting Rule](#), requiring facilities to report all non-trade secret TRI data to EPA using TRI-MEweb, beginning RY 2013. This also requires facilities to electronically submit any revisions or withdrawals for previously submitted TRI reporting forms. Facilities may revise or withdraw TRI forms going back to reporting year 1991, but not for years prior to this.

This Web-based application will help you create, correct, certify and transmit your TRI Form(s) to comply with EPCRA Section 313 reporting requirements. The deadline for Reporting Year (or calendar year) 2014 TRI Forms is July 1, 2015.

The following table provides you quick access to RY 1991-2014 chemical forms for each facility.

Manage My Facilities

TRIFID	Facility Name	RY2014 Form Status	ESA Status	Refresh ESA Status	Certify/Cancel Submission(s)
+ 21113XPRTTBST	EXPORT TEST NO-2 B ST TEST Odenton, MD 21113	13 certified and sent to USEPA 1 pending certification 7 in progress	Active Certifying Official Available		Certify/Cancel
+ 2000WTMMYS1556F	Tommy's Facility 120 Fair Lane Fairfax, VA 22033	3 certified and sent to USEPA 3 in progress	Active Certifying Official Available		
+ 7520WCRKPN2493N	ABC Industries Inc. (DBA ABC Engravers) 1000 Queens PKWYYY, Winona Lake, TX 75252	10 certified and sent to USEPA	Active Certifying Official Available		
+ 2000WPTCHD12PEN	Patch 3 Dioxin 200787 hhh 1200 Penn AVENUE Washington, FL 20009	2 in progress	Active Certifying Official Available		
+ 7702WJLWXX155BA	JLW 155 Bat Run Avenuee12 Houston, TX 77024	2 in progress	Active Certifying Official Available		
+ 2222WPTCHM345IN	Patch 4 Mutli Test 345 Indian River Run7 Gary, IN 46401	1 in progress	Active Certifying Official Available		
+ 2203WTMSNW567FA	Tom's New Facility 567 Fair Lakes Court9 Fairfax, VA 22033	No Forms	Active Certifying Official Available		
+ 0381WTDXTS123AK	TDX Test Facility 123 Oak Place Portsmouth, NH 03810	1 pending certification	Active Certifying Official Available		Certify/Cancel
+ 2822WFDPCH13SYS	eFDP Chem Paths 13 System Test Avenue12 Charlotte, NC 28226	1 pending certification 5 in progress	Active Certifying Official Available		Certify/Cancel

TRI-MEweb Help Area

Regulatory Information

- [Access the TRI Assistance Library](#)
- [Important information for RY2014](#)
- [General TRI information](#)
- [More about TRI](#)
- [Additional help resources](#)

TRI-MEweb User Guide

- [Access the TRI-MEweb User Guide](#)
- [Welcome to the TRI-MEweb User Guide](#)
- [Overview of ESA Statuses](#)
- [How do I use this page?](#)
- [Certification Process](#)

TRI-MEweb Tutorials

- [Access the TRI-MEweb Tutorials](#)
- [Overview of TRI-MEweb](#)

Figure 5.3 (Pending Submissions Page)

Logged in as: KYLE.PAHOWKA, Alpha Beta Group
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Manage TRIFIDs
Pending Submissions
Submission History

Pending Submissions

Here is a list of EPCRA Section 313 TRI submissions that have been prepared for you to certify and send to EPA. Please review the Form R and/or Form A information in these submissions by clicking the PDF icon. Select the "Certify" radio button and click Next to certify the submissions. A PDF of the submission will not be available for submissions that were certified prior to the certification module being moved into TRI-MEweb.

Certifying Official's E-mail Address: kyle.pahowka@cgifederal.com [E-mail not correct?](#)

TRIFID	Reporting Year	Facility Name	Location	Number of Forms	Transmitted By	Transmission Date	Validation Report	View Submission	Certify or Cancel
+ 2822WFDPC13SYS	2014	eFDP Chem Paths	13 System Test Avenue12 Charlotte, NC 28226	1	Kyle Pahowka	10/28/2014			<input type="radio"/> Certify and Submit to EPA <input type="radio"/> Cancel and Return Form to TRI-MEweb <input checked="" type="radio"/> No Action on Form
+ 0381WTDXTS123AK	2014	TDX Test Facility	123 Oak Place Portsmouth, NH 03810	1	Kyle Pahowka	10/30/2014			<input type="radio"/> Certify and Submit to EPA <input type="radio"/> Cancel and Return Form to TRI-MEweb <input checked="" type="radio"/> No Action on Form
+ 1946WKYLSC123AK	2014	Kyle's Corporation	123 Oak Street Pottstown, PA 19464	1	Kyle Pahowka	10/31/2014			No access to TRIFID
+ 1946WKYLSC123AK	2014	Kyle's Corporation	123 Oak Street Pottstown, PA 19464	1	Kyle Pahowka	10/31/2014			No access to TRIFID
+ 21113XPRTTBST	2014	EXPORT TEST NO-2	B ST TEST Odenton, MD 21113	1	Bhavin-Dev Bhatt Mr.	11/04/2014			<input type="radio"/> Certify and Submit to EPA <input type="radio"/> Cancel and Return Form to TRI-MEweb <input checked="" type="radio"/> No Action on Form
+ 21113XPRTTBST	2013	EXPORT TEST NO-2	B st Odenton, MD 21113	1	Bhavin-Dev Bhatt Mr.	11/04/2014			<input type="radio"/> Certify and Submit to EPA <input type="radio"/> Cancel and Return Form to TRI-MEweb <input checked="" type="radio"/> No Action on Form
+ 0102WFLMNG2VETE	2001	FLEMING INDUSTRIES (TEST)	20 VETERANS DRIVE CHICAGO, MA 01022	1	Ravi Khera	11/04/2014	NA		<input type="radio"/> Certify and Submit to EPA <input type="radio"/> Cancel and Return Form to TRI-MEweb <input checked="" type="radio"/> No Action on Form
+ 0102WFLMNG2VETE	2002	FLEMING INDUSTRIES (TEST)	20 VETERANS DRIVE CHICAGO, MA 01022	1	Ravi Khera	11/04/2014	NA		<input type="radio"/> Certify and Submit to EPA <input type="radio"/> Cancel and Return Form to TRI-MEweb <input checked="" type="radio"/> No Action on Form
+ 0102WFLMNG2VETE	2004	FLEMING INDUSTRIES (TEST)	20 VETERANS DRIVE CHICAGO, MA 01022	1	Ravi Khera	11/04/2014	NA		<input type="radio"/> Certify and Submit to EPA <input type="radio"/> Cancel and Return Form to TRI-MEweb <input checked="" type="radio"/> No Action on Form

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Test Name Certification process: Certifying Official Selection

Test ID TRI-05.3

Synopsis Certifying Official ready to certify: The purpose of the "Select a Certifying Official" page changes is to provide the user with a Certifying Official Summary table on the "Notify Certifying Official(s) of Pending Submission" page that displays a list of certifying officials that have access to the facility with their ESA status.

Prerequisites A user with a CDX account has logged in to the TRI-MEweb application with access to a certifying official role, the TRI-MEweb application, a form that has passed validation and is available for submission, and an associated TRIFID and that supports the following scenario:

- Has a certifying official
- Does not have a certifying official

Role Certifying Official

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Click the "Prepare" tab.	The "Select a Reporting Year" page is displayed.		Figure 5.4	
2. Click the "Select Facility" sub-tab.	The "Select a Facility" page is displayed		Figure 5.4	
3. Select the radio button next to a TRIFID in your facility list. Click the "Forms" sub-tab.	The "Select a Form" page is displayed.		Figure 5.5	
4. Select the radio button next to a test form that has already passed validation. Click the "Transmit" tab.	The "Overview of Submission and Certification Steps" page is displayed.		Figure 5.6	
5. Click "Next."	The "Select Chemical Forms to Prepare for Certification" page is displayed.		Figure 5.7	
6. Select the check box for the test form and click "Next."	The application displays the "Notify Certifying Official(s) of Pending Submission" page.		Figure 5.7	

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
7. Validate instructional text at top of page.	<p>The instructional text reads: "Please select the senior management official(s) who is responsible for certifying this submission. You may also identify one alternate certifying official. The individual(s) you identify on this page is sent an e-mail after the submission has been transmitted for certification informing them this submission is waiting certification, for accessing/creating their user account in EPA's Central Data Exchange and how to complete the certification process. Individuals other than those listed on this page will not be able to certify this transmission.</p> <p>To remove a certifying official listed here, click Remove button that display for a certifying official.</p> <p>When you're finished selecting your certifying official(s), click Next and you can perform final review of form or transmit form for certification. EPA cannot process any TRI forms that have not been transmitted and certified."</p>		Figure 5.8	

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
8. Validate the certifying officials assigned to the TRIFID.	<p>System displays "NOTE: No certifying official has been nominated for this facility account." if there is no certifier assigned to the TRIFID.</p> <p>System displays a table of certifying officials if there are certifying officials assigned to the TRIFID. The table has the following columns from left to right:</p> <ul style="list-style-type: none"> - Name or Certifying Official - Email Address - ESA Status - Certifying Official - Alternate Certifying Official - Remove? 		Figure 5.8	
9. Click the "+Add Certifying Official" button.	<p>A pop-up appears containing the following fields:</p> <ul style="list-style-type: none"> - Name - Email Address 		Figure 5.8, Figure 5.9	
10. Click "Cancel" on the displayed pop-up.	The pop-up closes and the "Notify Certifying Official(s) of Pending Submission" page is displayed.		Figure 5.8, Figure 5.9	
11. Validate text displayed on bottom of page.	<p>System displays the following text below the "+Add Certifying Official" button and accompany instructional text:</p> <p>"If your certifying official's email is not correct, please contact the CDX helpdesk to fix so that CDX email can be sent to your certifying official</p>		Figure 5.8	



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
	<p>to receive updates about your TRI submissions.</p> <p>Certifying official with a status of "Active Certifying Official Available" may certify pending submission(s) for this facility account from their CDX user account. You may navigate to the "Certify>Pending Submissions" to view your transmitted forms.</p> <p>Certifying officials with a status of "Sign TRIFID Signature Agreement" may not certify pending TRI forms because they still need to add their job title and sign their TRIFID signature agreement form. You may navigate to the "Certify>Manage TRIFIDs" to add your job title and use your access key to create the TRIFID Signature Agreement form for your facility.</p> <p>Certifying officials with a status of "Sign CDX ESA" may not certify pending TRI forms because they have not processed and gotten approval of their ESA nor have they signed their TRIFID Signature Agreement form. Call the CDX helpdesk to inquire about status of ESA or how to re-attempt real-time approval of the CDX ESA."</p>			

Determination: Pass [] Fail []

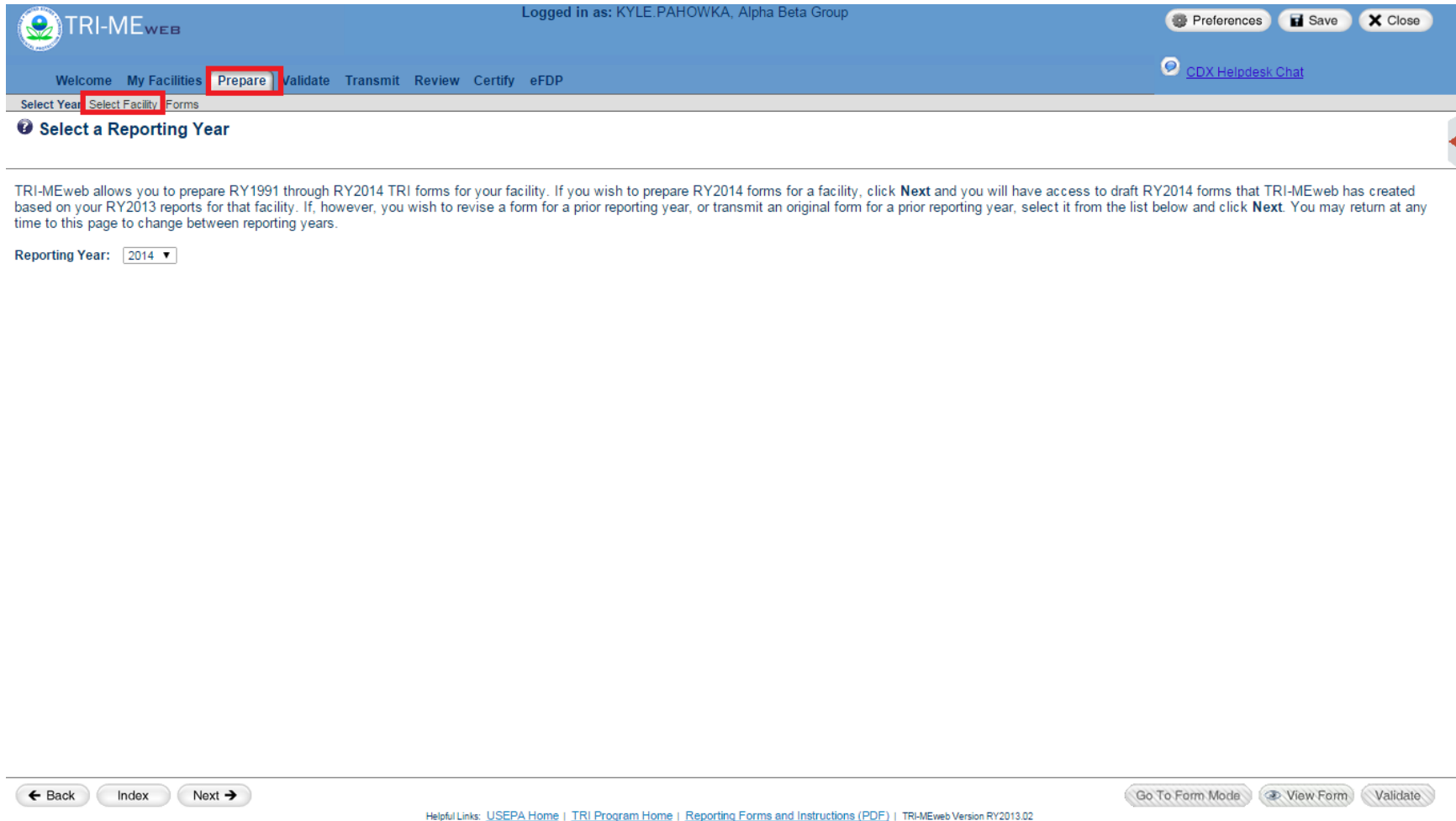
Approved By: _____

Date: _____

Time: _____

TRI-05.3 Screenshots

Figure 5.4 (Click Prepare Tab and navigate to Select Facility page)



TRI-MEweb

Logged in as: KYLE PAHOWKA, Alpha Beta Group

Preferences Save Close

Welcome My Facilities **Prepare** Validate Transmit Review Certify eFDP

Select Year **Select Facility** Forms

Select a Reporting Year

TRI-MEweb allows you to prepare RY1991 through RY2014 TRI forms for your facility. If you wish to prepare RY2014 forms for a facility, click **Next** and you will have access to draft RY2014 forms that TRI-MEweb has created based on your RY2013 reports for that facility. If, however, you wish to revise a form for a prior reporting year, or transmit an original form for a prior reporting year, select it from the list below and click **Next**. You may return at any time to this page to change between reporting years.

Reporting Year: 2014 ▼

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Figure 5.5 (Select a TRIFID and click "Forms" sub-tab)

Logged in as: KYLE.PAHOWKA, Alpha Beta Group
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Select Year
Select Facility
Forms
Chemical Info
On-site Release/Disposal
On-site Waste Mgmt
Off-site Transfer
Source Reduction/Recycling
Misc Info
Summary

Select a Facility
CDX Helpdesk Chat

Reporting Year 2014

Please select the facility you would like to work with and click **Next** to continue.

Click **Access/Add Facility** to begin preparing RY2014 forms for a facility that is not listed below.

I would like to designate my facility as "reporting by part". Reporting By Part

+ Access/Add Facility

Select to proceed	TRIFID	Parent Company Name	Facility Name	Location	Forms in Progress
<input checked="" type="radio"/>	7520WCRKPN2493N		ABC Industries Inc. (DBA ABC Engravers)	1000 Queens PKWYYY. Winona Lake, TX 75252	10
<input type="radio"/>	21114DB62XABCST	PC NAME	DB602	ABC ST CROFTON, MD 21114	3
<input type="radio"/>	2822WFDPOCH13SYS		eFDP Chem Paths	13 System Test Avenue12 Charlotte, NC 28226	6
<input type="radio"/>	21113XPRTTBST	parent	EXPORT TEST NO-2	B ST TEST Odenton, MD 21113	21
<input type="radio"/>	1946WFMFCL321RE	PC NAME	FIM Facility	321 Red Street Pottstown, PA 19464	2
<input type="radio"/>	0102WFLMNG2VETE		FLEMING INDUSTRIES (TEST)	20 VETERANS DRIVE CHICAGO, MA 01022	3
<input type="radio"/>	7702WJLWXX155BA		JLW	155 Bat Run Avenuee12 Houston, TX 77024	2
<input type="radio"/>	1946WKYLSC123AK	PC	Kyle's Corporation	123 Oak Street Pottstown, PA 19464	28
<input type="radio"/>	21113NNPPRAST		NON PAPER FACILITY-BRAND NEW	A ST ODENTON, MD 21113	1
<input type="radio"/>	2000WPTCHD12PEN		Patch 3 Dioxin 200787 hhh	1200 Penn AVENUE Washington, FL 20009	2
<input type="radio"/>	2222WPTCHM345IN		Patch 4 Mutli Test	345 Indian River Run7 Gary, IN 46401	1
<input type="radio"/>	0381WTDXTS123AK		TDX Test Facility	123 Oak Place Portsmouth, NH 03810	2
<input type="radio"/>	2203WTMSNW567FA		Tom's New Facility	567 Fair Lakes Court9 Fairfax, VA 22033	1

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Figure 5.6 (Select form and click “Transmit” tab)

Logged in as: KYLE.PAHOWKA, Alpha Beta Group
Preferences Save Close

Welcome My Facilities Prepare Validate Transmit Review Certify eFDP

Select Year Select Facility Forms Chemical Info On-site Release/Disposal On-site Waste Mgmt Off-site Transfer Source Reduction/Recycling Misc Info Summary

Select a Form
eFDP Chem Paths Charlotte, NC
2822WFDPC13SYS
Reporting Year 2014

Successfully deleted form.

The following is a list of the Reporting Year 2014 chemical forms for this facility. Please select the draft chemical form you would like to begin working with and click **Next**.

Click **Add Form** to create one or more blank chemical forms.

Click **Import Data** to create and pre-populate RY 2013 chemical forms based on your prior year submission(s).

+ Add Form
Import Data

Select to proceed	CAS No Cat. Code	Chemical Name	Reporting Year	Form Type	Revision	Validation Status	Form Status
<input type="radio"/>	000422560	3,3-Dichloro-1,1,1,2,2-pentafluoropropane (PDF)	2014	A	No	Passed w/ Data Quality Alerts	Pending Certification
<input checked="" type="radio"/>	000106514	Quinone (PDF)	2014	R	No	Passed with Possible Errors	Delete

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Figure 5.7 (Select Chemical to Prepare for Certification)

Logged in as: KYLE.PAHOWKA, Alpha Beta Group
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Select Chemical Forms to Prepare for Certification

eFDP Chem Paths Charlotte, NC
2822WFDPCH13SYS
Reporting Year 2014

Facility Validation
Form Validation
Data Quality Reports
Review Draft Package
Select Form(s) for Certification
Select Certifying Official(s)
Final Review
Transmit to State or Tribe

The forms below have passed validation and are ready to be certified. If there are any forms that have not passed validation (and, therefore, cannot be certified), they are listed separately at the bottom of this page.

Select the forms you would like to mark as pending certification by selecting the checkbox next to its name, and clicking **Next**. To select all forms at once, click on the **Select All** link. On the next page, you'll be asked to identify the certifying official who will certify the selected forms.

These forms are ready for certification:

Select All	CAS No.	Chemical Name	Year	Form	Revision?	Status
<input checked="" type="checkbox"/>	000106514	Quinone	2014	Form R	No	Passed with Possible Errors

These forms have not passed validation:

CAS No.	Chemical Name	Year	Form	Revision?	Status	Validate?
There are no forms for this facility with this status.						

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Figure 5.8 (Notify Certifying Official(s) of Pending Submission page)

Logged in as: KYLE.PAHOWKA, Alpha Beta Group
Preferences Save Close

Welcome My Facilities Prepare Validate Transmit Review Certify eFDP

Introduction Create New Submission

CDX Helpdesk Chat

Notify Certifying Official(s) of Pending Submission
eFDP Chem Paths Charlotte, NC
2822WFDPC13SYS
Reporting Year 2014

Facility Validation Form Validation Data Quality Reports Review Draft Package Select Form(s) for Certification Select Certifying Official(s) Final Review Transmit to State or Tribe

Please select the senior management official(s) who is responsible for certifying this submission. You may also identify one alternate certifying official. The individual(s) you identify on this page is sent an e-mail after the submission has been transmitted for certification informing them this submission is waiting certification, for accessing/creating their user account in EPA's Central Data Exchange and how to complete the certification process. Individuals other than those listed on this page will not be able to certify this transmission.

To remove a certifying official listed here, click **Remove** button that displays for a certifying official.

When you're finished selecting your certifying official(s), click **Next** and you can perform final review of form or transmit form for certification. EPA cannot process any TRI forms that have not been transmitted and certified.

Certifying Officials assigned to TRIFID: 2822WFDPC13SYS

Name of Certifying Official	Email Address	ESA Status	Certifying Official	Alternate Certifying Official	Remove ?
Kyle Pahowka	kyle.pahowka@cgifederal.com	Active Certifying Official Available	<input type="radio"/>	<input type="radio"/>	<input type="button" value="X Remove"/>
Smitha Vallabhaneni	SMITHA.VALLABHANENI@CGIFEDERAL.COM	Sign CDX ESA	<input type="radio"/>	<input type="radio"/>	<input type="button" value="X Remove"/>
Kathy Hale	kathy.hale@cgifederal.com	Active Certifying Official Available	<input type="radio"/>	<input type="radio"/>	<input type="button" value="X Remove"/>
Bhavin-Dev Bhatt Mr.	bhavin.bhatt@cgifederal.com	Sign TRIFID Signature Agreement	<input type="radio"/>	<input type="radio"/>	<input type="button" value="X Remove"/>

If you wish to add a new certifying official not already in the above list, click **Add Certifying Official**.

If your certifying official's email is not correct, please contact the [CDX helpdesk](#) to fix so that CDX email can be sent to your certifying official to receive updates about your TRI submissions.

Certifying official with a status of Active Certifying Official Available may certify pending submission(s) for this facility account from their CDX user account. You may navigate to the "Certify>Pending Submissions" to view your transmitted forms.

Certifying officials with a status of Sign TRIFID Signature Agreement may not certify pending TRI forms because they still need to add their job title and sign their TRIFID Signature Agreement form. You may navigate to the "Certify>Manage TRIFIDs" to add your job title and use your access key to create the TRIFID Signature Agreement form for your facility.

Certifying officials with a status of Sign CDX ESA may not certify pending TRI forms because they have not processed and gotten approval of their ESA nor have they signed their TRIFID Signature Agreement form. Call the CDX helpdesk to inquire about status of ESA or how to re-attempt real-time approval of the CDX ESA.

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Figure 5.9 (Add Certifying Official)

Logged in as: KYLE PAHOWKA, Alpha Beta Group

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CDX Helpdesk Chat

Welcome My Facilities Prepare Validate Transmit Review Certify eFDP

Introduction | Create New Submission

Notify Certifying Official(s) of Pending Submission

eFDP Chem Paths Charlotte, NC
2822WFDPC13SYS
Reporting Year 2014

Facility Validation Form Validation Data Quality Reports Review Draft Package Select Form(s) for Certification **Select Certifying Official(s)** Final Review Transmit to State or Tribe

Please select the senior management official(s) who is responsible for certifying this submission. You may also identify one alternate certifying official. The individual(s) you identify on this page is sent an e-mail after the submission has been transmitted for certification informing them this submission is pending certification. Individuals other than those listed on this page will not be able to certify this submission.

To remove a certifying official listed here, click **Remove** button that displays **X**.

When you're finished selecting your certifying official(s), click **Next** and you can proceed to the next step.

Certifying Officials assigned to TRIFID: 2822WFDPC13SYS

Name of Certifying Official	Email Address
Kyle Pahowka	kyle.pahowka@cgifederal.com
Smitha Vallabhaneni	SMITHA.VALLABHANENI@CGIFEDERAL.COM
Kathy Hale	kathy.hale@cgifederal.com
Bhavin-Dev Bhatt Mr.	bhavin.bhatt@cgifederal.com

If you wish to add a new certifying official not already in the above list, click **Add New**.

If your certifying official's email is not correct, please contact the [CDX helpdesk](#) to fix so that CDX email can be sent to your certifying official to receive updates about your TRI submissions.

Certifying official with a status of **"Active Certifying Official Available"** may certify pending submission(s) for this facility account from their CDX user account. You may navigate to the **"Certify>Pending Submissions"** to view your transmitted forms.

Certifying officials with a status of **"Sign TRIFID Signature Agreement"** may not certify pending TRI forms because they still need to add their job title and sign their TRIFID Signature Agreement form. You may navigate to the **"Certify>Manage TRIFIDs"** to add your job title and use your access key to create the TRIFID Signature Agreement form for your facility.

Certifying officials with a status of **"Sign CDX ESA"** may not certify pending TRI forms because they have not processed and gotten approval of their ESA nor have they signed their TRIFID Signature Agreement form. Call the CDX helpdesk to inquire about status of ESA or how to re-attempt real-time approval of the CDX ESA.

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Helpful Links: USEPA Home | TRI Program Home | Reporting Forms and Instructions (PDF) | TRI-MEweb Version RY2013.02

Go To Form Mode View Form Validate

Enter the name and email address of the certifier you'd like to add and click **OK**. Otherwise, to return to the previous screen click **Cancel**.

Name:

Email Address:

OK Cancel

Certifying Official	Alternate Certifying Official	Remove ?
<input type="radio"/>	<input type="radio"/>	<input type="button" value="X Remove"/>
<input type="radio"/>	<input type="radio"/>	<input type="button" value="X Remove"/>
<input type="radio"/>	<input type="radio"/>	<input type="button" value="X Remove"/>
<input type="radio"/>	<input type="radio"/>	<input type="button" value="X Remove"/>